

- a. You must have had a certain amount of employment or have earned a certain amount of wages within a base period specified in the State law. In some States the base period is the most recent 52 weeks before you file your claim. In no State will wages earned in Federal employment prior to January 1, 1953, count for benefits;
  - b. You must file a claim and must register for work at a local employment office;
  - c. You must be unemployed;
  - d. You must be able to work;
  - e. You must be available for work; and
  - f. You must continue to report at the local employment office, as directed.
- You may be disqualified for benefits, as provided in all State laws. The most common reasons include:
- a. You quit your job voluntarily without good cause;
  - b. You were discharged for misconduct connected with your work; or
  - c. You refused a suitable job without good cause.

13. Do I have the right of appeal?

Yes. If a determination is made that you are ineligible for or disqualified from benefits, you have the right to appeal provided in the applicable State law, but the Federal law provides that determinations of Federal service and wages and reasons for termination of Federal service given by the Federal agency shall be conclusive. If you believe that the information reported by your Federal agency is incorrect, you can ask for a review by the Federal agency.

14. Are there any penalties?

Yes. If you willfully make a fraudulent claim, you are subject to a fine or imprisonment, or both. If you have made a mistake in giving information when you filed your claim, notify the local office as soon as you discover the mistake, in order to avoid penalties.

-----  
This pamphlet is issued for general information.  
It does not have the effect of law, regulation, or ruling.

**FEDERAL CIVILIAN EMPLOYEES!**

**YOUR**

**UNEMPLOYMENT COMPENSATION**

**AFTER**

**DECEMBER 31, 1954**

On September 1, 1954, President Eisenhower signed into law a Congressional amendment to the Social Security Act of 1935 under which the Secretary of Labor is given responsibility for a program which brings unemployment insurance protection to two and a half million Federal civilian employees.

Many Federal workers have had no occasion to become acquainted with unemployment insurance, or to know how it is administered. The information in this pamphlet is designed to advise you of your rights and privileges under this program, and to outline in general the steps to be taken to apply for unemployment benefits.



**U. S. DEPARTMENT OF LABOR**

**James P. Mitchell, Secretary**

**Bureau of Employment Security**

Important to You

1. Do I have protection against unemployment?

You have the protection of unemployment insurance if you are a civilian employee of the United States or any instrumentality wholly owned by the United States, unless you work in one of the few types of employment exempt by the Federal law.

2. Do I pay for this protection through payroll deductions?

You do not pay a tax to provide for your unemployment insurance. The funds are furnished by the United States Government.

3. When will unemployment benefits start and who will pay them?

For weeks of unemployment after December 31, 1954, unemployment benefits will be paid to you, if you are eligible, by a State employment security agency under the provisions of its employment security law. The States are reimbursed for payments to Federal employees.

4. What State will determine my benefit rights?

Your benefit rights will generally be determined by the law of the State in which you had your last official station, including Alaska, Hawaii, and the District of Columbia. However, the law of the State of your residence will govern your benefit rights if you meet any one of the following conditions:

- a. your last official station was outside the United States;
- b. you performed service in private industry covered under the State law after termination of your Federal employment;
- c. you file your first claim while a resident of Puerto Rico or the Virgin Islands. The law of the District of Columbia will govern your benefit rights, since these two "States" do not have unemployment compensation laws.

5. Where do I file a claim?

As soon as you are separated from Federal employment, visit the local office of the State Employment Service to register for work and claim unemployment benefits. These offices offer job placement, testing, and counseling services, have information on job opportunities locally and in other sections of the country, and will make every effort to find suitable work for you in Government or private industry. If there is no office in your locality, ask the Postmaster for the address of the nearest office.

6. Must I live in the State that pays me benefits?

If you are not living in the State of your last official station, the local employment office will send your claim to the proper State through an interstate benefit procedure.

7. Will I be eligible for benefits if terminated abroad?

If your last official station was outside the United States, you will not be eligible for unemployment benefits until you return to the "States", which for this purpose include the District of Columbia, Alaska, Hawaii, Puerto Rico, and the Virgin Islands.

8. Will I need any records when I make a claim?

Yes, your notices of personnel action, Standard Form 50, or other documents showing that you worked for the Government. If you are unemployed before January 1, 1955, you should get the address of the payroll office of your last Federal employment, because when you make your claim you will be asked to furnish this information. If you become unemployed after December 31, 1954, you will be given this information at the time of separation.

9. Will I need a social security account number?

If you do not already have a social security account number, you should get one before making a claim.

10. Will I be eligible during the period of terminal leave?

You will not be eligible for benefits for unemployment until the period covered by your terminal annual leave has elapsed.

11. How much will I receive and for how long?

Your weekly benefit amount and the number of weeks payable will depend upon the law of the State having jurisdiction over your claim. State laws provide varying amounts of benefits, depending on earnings, with maximums ranging from \$20 to \$35, and maximum periods ranging from 16 to 26 weeks in a benefit year. These weekly benefits are augmented in some States by allowances for dependents.

12. Under what conditions will I be eligible?

All State laws contain the following provisions regarding eligibility for benefits: